

CONTRACT LABOR ELECTRONIC INVOICING (CLEI) PROCESS

The Contractor shall inform all of its contractor personnel of the correct project/task information against which the person is permitted to charge. The Contractor receives by electronic mail the project/task information from the JPL requesting organization in the form of a Contractor Work Authorization (CWA) through the JPL Contractor Work Authorization Web Application (CWAWA). (The Contractor Work Authorization does not supersede the Contract Work Order (CWO) initiating and governing the terms of the contractor person's work assignment at JPL. The CWA only provides project/task data to charge against.)

The Contractor shall submit electronic invoices for the hours worked by their contractor personnel to JPL's Contract Audit Department in an excel file format by 3 p.m. Tuesday following the end of the week in which the costs were incurred. Contractor Labor Electronic Invoicing (CLEI) applies only to invoices for contractor personnel worked. (The Contractor shall submit manual paper invoices for other JPL approved direct costs, such as travel, training, safety equipment, etc., which are not subject to the CLEI process.)

CLEI assigns a unique invoice number for each contractor person and week ending date combination. Invoice validation checking is performed against existing JPL data.

The Contractor submits CLEI invoices to JPL. Invoice records that pass JPL validation with no "fatal errors" are processed for payment. Records that contain "fatal errors" shall be corrected by the Contractor and resubmitted to JPL for payment processing. Fatal errors will result when any of the following validation rules fail:

- a) Contract number and CWO number must be valid.
- b) Week ending date must be Sunday.
- c) Week ending date of the submittal must be valid for that CWO.
- d) Project and task must be valid and must also be valid for that CWO.

Fatal errors must be corrected before the record can be processed for payment.

Invoice records may contain "warning errors," which must be ultimately corrected by the Contractor but which can be processed for payment. Examples of warning errors are:

- a) The Badge number must be a valid JPL badge number for that contractor person.
- b) If overtime hours are invoiced, the overtime hours must be within the authorized overtime limit for that CWO.
- c) Straight time hours must not be greater than 40 hours.

JPL provides exception reporting of invoicing errors to the Contractor through the Contractor Work Authorization Web Application (CWAWA) as an aid to the Contractor in processing electronic invoices in an expeditious manner and for viewing errors on line.

The required format of CLEI invoices is attached to and made a part of this Exhibit.

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Sample Template

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